IT Plan – Agency Submitted

321   DEPARTMENT OF VETERANS AFFAIRS
Version: 2007-B-01-00321
Project: **Infrastructure**

Date: 10/12/2006
Time: 10:49:00 AM
Page 1 of 10

Agency IT Overview

The Department's web page provides information on state benefits along with federal and county information. Appropriate links to other sites are provided.

All agency staff have access to PeopleSoft for their payroll information. Appropriate staff have access to the financial and human resource areas of PeopleSoft. This use of the on-line accounting system enables the Department to process monetary transactions to vendors and participants in the Veterans Aid Loan Program and the Hardship Grant Assistance Program more efficiently.

New software installed for the Veterans Aid Loan Program automates many functions previously performed manually. This brings the agency into compliance with the 2004 Performance Audit, Recommendation 3-4.

In Fargo, the agency is using a cable modem for our internet connection. The branch office in Bismarck is connected to the state's network.

Agency IT Plan Contact Data
Department #321
Veterans Affairs
Cathy Halgunseth
Administrative Assistant
Telephone# 701-239-7165
E-mail: chalguns@state.nd.us

Agency Technology Goals And Objectives
Agency Technology Goal:
Upgrade IT infrastructure; hardware and software.
Objective:
Upgrade all hardware according to schedule and all software as needed.

Agency Technology Goal:
Utilize loan program to fullest extent possible
Objective:
Explore functionality to include maintaining Hardship Assistance Grants Program

Agency Technology Goal:
To maintain and preserve military discharge papers electronically
Objective:

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: **Infrastructure**

Date: 10/12/2006

Time: 10:49:00 AM

Page 2 of 10

Work with ITD to provide database and means to move from paper documents to electronic documents

Strategic Agency Plan Goal:

Revamp and revitalize Department's website

Objective:

Provide more informative website for county veterans service officers and general public. Provide secured access for service officers to complete forms online.

IT Plan – Agency Submitted

321   DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: **Infrastructure**

Date: 10/12/2006

Time: 10:49:00 AM

Page 3 of 10

1. **If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.**

2. **Total number of desktop computers:**   8
   Number of desktops for which you are requesting replacement funding: 4
   Average replacement cost/desktop: 1,000

3. **Total number of laptop computers:**   2
   Number of laptops for which you are requesting replacement funding: 0
   Average replacement cost/laptop: 0
   What state planning region are these desktop/laptop computers located?
   Region 1   0   **2**   0   **3**   0   **4**   0   **5**   8   **6**   0   **7**   2   **8**   0

4. **What percentage of these pcs are running the following operating systems:**
           (total should be equal to 100%)

Windows 98	0 %
Windows NT	0 %
Windows 2000	25 %
Windows XP	75 %
Other	0 %

5. **What additional expenditures are being paid out of non-appropriated funds?**   0
   Please explain:

Agency Technology Activities

Each department staff member has a personal computer at his or her workstation. Two computers at the VA Regional Office are networked to the VA system. This enables the claims personnel to access information on client's claims to help process their benefits. Computers are essential in managing the grant and loan programs. Both programs require financial accounting of the monies expended.

All IT services are being supplied to our agency through ITD; telecommunications, data processing, and web site.

It is necessary to continually upgrade and replace equipment and software to enable our agency to continue to work within the VA's system and to comply with the statewide technology plan.

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS
Version: 2007-B-01-00321
Project: **Infrastructure**

Date: 10/12/2006

Time: 10:49:00 AM

Page 4 of 10

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	$12,580	$0	$800	$800	$500
IT5510	IT EQUIPMENT UNDER $5000	$3,240	$0	$4,969	$4,969	$4,100
IT6010	IT DATA PROCESSING	$5,700	$6,455	$1,068	$7,523	$10,601
IT6020	IT COMMUNICATIONS	$14,562	$15,508	$989	$16,497	$16,497
IT6030	IT CONTRACT SERVICES & REPAIRS	$2,500	$0	$5,000	$5,000	$5,000
	Total Budget:	**$38,582**	**$21,963**	**$12,826**	**$34,789**	**$36,698**
001	STATE GENERAL FUND	$38,582	$21,963	$12,826	$34,789	$36,698
	Total Funding:	**$38,582**	**$21,963**	**$12,826**	**$34,789**	**$36,698**

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Dis-001 Discharge Papers (DD214s)

Date: 10/12/2006

Time: 10:49:00 AM

Page 5 of 10

Agency Priority - 1   **Project Type:** New initiative

Project description
The purpose of the project would be to provide a safe and secure system in storing and retrieving veterans' discharge papers.

Briefly describe the business need or problem driving the proposed project.
Under N.D.C.C. 37-18-11, the Department is responsible for keeping and maintaining any documents sent by the United States government. The different branches of the military, under the Department of Defense, sends a discharge paper (DD214) on any person who has served in that branch. The Army is in the preliminary stages of transmitting the DD214s electronically. We will need a means to receive, store, and retrieve those papers as well as preserving the DD214s we presently have in our files.

Describe how the project is consistent with the organizations mission.
The Department's mission is to assist veterans and their dependents in obtaining benefits in which they are entitled. In order to claim veteran's status, a DD214 is imperative. As the state's repository for the DD214's (from World War II to present), the Department needs to take the necessary precautions to ensure availability of this important document.

Describe the anticipated benefits of the project and who will derive the benefits.
The project will enable staff to more efficiently retrieve a DD214 upon request. More importantly, by storing the documents electronically, the integrity and security of the information is maintained.

Describe the impact of not implementing the project.
The discharges of World War I, World War II, Korean Conflict and Vietnam Era were recorded on an "onion skin" paper, very thin and fragile. Over time, the information will fade and become unreadable. Security issues also need to be addressed regarding the discharge papers. A discharge contains a person's military history along with personal identifying data. This is an extremely valuable document that needs to be in the most secured environment.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
An estimated 20,000 documents will need to be scanned in along with daily incoming discharges. Present staff will not be able to handle the additional workload of this project without outside assistance.

Describe the additional costs?
none

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? - $0
Optional Project Costs - $0

IT Plan – Agency Submitted

321   DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Dis-001   Discharge Papers (DD214s)

Date: 10/12/2006

Time: 10:49:00 AM

Page 6 of 10

Total Project Cost? -   **$0**

Tot Proj Costs + Optionals -   **$0**

What additional expenditures are being paid out of non-appropriated funds?

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Dis-001 Discharge Papers (DD214s)

Date: 10/12/2006

Time: 10:49:00 AM

Page 7 of 10

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5121	ADDITIONAL TEMP SALARIES	$0	$0	$13,156	$13,156	$0
IT5310	IT SOFTWARE AND SUPPLIES	$0	$0	$1,550	$1,550	$0
IT5510	IT EQUIPMENT UNDER $5000	$0	$0	$800	$800	$0
IT6010	IT DATA PROCESSING	$0	$0	$5,850	$5,850	$0
	Total Budget:	**$0**	**$0**	**$21,356**	**$21,356**	**$0**
001	STATE GENERAL FUND	$0	$0	$21,356	$21,356	$0
	Total Funding:	**$0**	**$0**	**$21,356**	**$21,356**	**$0**

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Web-001 Upgrade website

Date: 10/12/2006

Time: 10:49:00 AM

Page 8 of 10

Agency Priority - 2   **Project Type:** Ongoing initiative

Project description
Upgrade agency website.

Briefly describe the business need or problem driving the proposed project.
To enable better communication between agency and county veterans service officers and the public.

Describe how the project is consistent with the organizations mission.
The Department's mission is to assist veterans and their dependents in receiving benefits available to them, either at the federal, state and county level. The Department works closely with county veterans service officers in providing this service troughout the state.

Describe the anticipated benefits of the project and who will derive the benefits.
A more comprehensive website will provide the general public with a better understanding of the services and programs available for veterans and their dependents not only in North Dakota but with U.S. Department of Veterans Affairs. Our agency conducts training for service officers twice a year but many times the need to provide important information to the service officers can be done with the website. Troops overseas can access our website also for information to keep them up-to-date.

Describe the impact of not implementing the project.
Technology is constantly changing and improving the way information is dissemated. The Department needs to keep up with the changes to provide the best possible service to the public but especially to our newest veterans who use the internet for communication purposes.

Identify any risks associated with implementing this project and explain how the risks will be mitigated.
None.

Describe the additional costs?
none

Enter any additional costs for the project that are not included in IT Object Codes used in the Project Cost Screen?
Additional Costs? -
Optional Project Costs -
Total Project Cost? -
Tot Proj Costs + Optionals -   **$0**

IT Plan – Agency Submitted

321   DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Web-001   Upgrade website

Date: 10/12/2006

Time: 10:49:00 AM

Page 9 of 10

What additional expenditures are being paid out of non-appropriated funds?

IT Plan – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2007-B-01-00321

Project: Web-001 Upgrade website

Date: 10/12/2006

Time: 10:49:00 AM

Page 10 of 10

		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT6010	IT DATA PROCESSING	$0	$0	$2,268	$2,268	$0
	Total Budget:	**$0**	**$0**	**$2,268**	**$2,268**	**$0**
001	STATE GENERAL FUND	$0	$0	$2,268	$2,268	$0
	Total Funding:	**$0**	**$0**	**$2,268**	**$2,268**	**$0**